

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is **<http://www.gsaadvantage.gov>**

**SCHEDULE TITLE:** Sch 736- Temporary Administrative and Professional  
Staffing Services

**FSC GROUP:** N/A

**CONTRACT NUMBER:** GS-07F-0449Y

**CONTRACT PERIOD:** June 26, 2012 – June 25, 2017

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at **[www.gsa.gov](http://www.gsa.gov)**

**CONTRACTOR:** Griffin & Associates, L.L.C.  
3030 N Central Ave, Ste 1102  
Phoenix, AZ 85012  
Phone number: 602-264-2230  
Fax number: 602-264-2245

**CONTRACTOR'S ADMINISTRATION SOURCE:** Ron Parsons/ Pamela Griffin

**BUSINESS SIZE:** Woman owned small business

**CUSTOMER INFORMATION:****1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>DESCRIPTION</b>
736-1	ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS (with and/or without security clearances, i.e. Secret, Top Secret, and Top Secret SCI, etc.): This SIN is set aside for small business concerns only.

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A****1c. HOURLY RATES:**

SERVICE PROPOSED (e.g. Job Title/Task)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF)
Court Reporter - Regular, Videotaped, Expert Hourly Fee (8am to 5pm)	Hour	\$ 39.50
Court Reporter - Regular, Videotaped, Expert Hourly Fee (Holiday, Sat., Sun., and Weekly before 8am and after 5pm)	Hour	\$ 59.24
Court Reporter - Hearings, Arbitrations, Mediations, Conventions Hourly Fee (8am to 5pm)	Hour	\$ 40.30
Court Reporter - Hearings, Arbitrations, Mediations, Conventions (Holiday, Sat., Sun., and Weekly before 8am and after 5pm)	Hour	\$ 60.46
Court Reporter - No Transcript Ordered (Hold Transcript at this time) Hourly Fee (8am to 5pm)	Hour	\$ 59.24
Court Reporter - Regular Deposition, Original plus one copy. Page Rate Billed in Addition to Hourly Rate (10 business day turnaround)	Page	\$ 3.43
Court Reporter - Regular Deposition and Videotaped. Original plus one copy. Page Rate Billed in Addition to Hourly Rate (10 business day turnaround)	Page	\$ 3.57

Court Reporter - Regular Deposition with Expert. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>10</b> business day turnaround)	Page	\$ 3.63
Court Reporter - Regular Deposition with Expert and Videotaped. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>10</b> business day turnaround)	Page	\$ 3.78
Court Reporter - Regular Deposition. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>3 to 7</b> business day turnaround)	Page	\$ 5.14
Court Reporter - Regular Deposition and Videotaped. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>3 to 7</b> business day turnaround)	Page	\$ 5.29
Court Reporter - Regular Deposition with Expert. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>3 to 7</b> business day turnaround)	Page	\$ 5.34
Court Reporter - Regular Deposition with Expert and Videotaped. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>3 to 7</b> business day turnaround)	Page	\$ 5.49
Court Reporter - Regular Deposition. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>NEXT</b> business day turnaround)	Page	\$ 6.85
Court Reporter - Hearings, Arbitrations and Mediations. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>10</b> business day turnaround)	Page	\$ 5.92

Court Reporter - Hearings, Arbitrations and Mediations. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>3 to 7</b> business day turnaround)	Page	\$ 7.56
Court Reporter - Hearings, Arbitrations and Mediations. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>NEXT</b> business day turnaround)	Page	\$ 11.85
Court Reporter - Meetings. Original plus one copy. Page Rate Billed in Addition to Hourly Rate ( <b>10</b> business day turnaround)	Page	\$ 9.06
Affidavit of Non-Appearence (per deponent)	Task	\$ 59.24
No Show Fee (Non-Appearence without an Affidavit requested)	Task	\$ 39.50
Late Cancellation Fee (Up to 2 Hours Before)	Task	\$ 59.24
Exhibits - 8.5 x 11 Black/White (print and/or pdf)	Page	\$ 0.30
ASCII (Text File) on CD	Task	\$ 14.81
Rough Draft ASCII	Page	\$ 1.23
Condensed Transcript and/or Word Index	Task	\$ 14.81
Electronic Transcript (ptx or pdf) Full Size, Condensed & ASCII, available with purchase of any transcript	Task	\$ 24.69
Real Time Hook-up	Page	\$ 1.23

<b>SERVICE PROPOSED</b> (e.g. Job Title/Task)	<b>DETAILED POSITION DESCRIPTION AND FUNCTIONAL RESPONSIBILITIES</b>	<b>EDUCATION/ CERTIFICATION LEVEL</b>	<b>YEARS OF EXPERIENCE</b>	<b>Any Applicable Training</b>
Court Reporter	Registered Professional Reporter (RPR), a certified shorthand reporter in the State of Arizona (or applicable state), who are officers of the court, able to take verbatim transcription of a proceeding and write or transcribe a proceeding into a written form to be used in the court system.	Registered Professional Reporter (RPR), a certified shorthand reporter in the State of Arizona (or applicable state),	Two Years	Minimum of a Community College that offers a National Court Reporters Association (NCRA) certified court reporting program. To include Realtime machine shorthand, computer theory, speed development, transcription & court practice. Must have NCRA Certificate of Registered Professional Reporter (RPR) as a minimum qualification.

<u>SCA Eligible Contract Labor Category</u>	<u>SCA Equivalent Code and Title</u>	<u>WD Number</u>
Court Reporter	01040	2005-2361

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

2. **MAXIMUM ORDER\*:** \$100,000.00
3. **MINIMUM ORDER:** \$100.00
4. **GEOGRAPHIC COVERAGE:** Arizona; Arizona Counties of Apache, Coconino, Gila, Maricopa, Navajo, Pinal and Yavapai.
5. **POINT(S) OF PRODUCTION:**
6. **DISCOUNT FROM LIST PRICES:** 2%- 9.10% basic discount
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** Net 30 Days
- 9.a **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**
- 9.b **Government Purchase Cards are accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** N/A
- 11a. **TIME OF DELIVERY:** TBD at task order level
- 11b. **EXPEDITED DELIVERY:** TBD at task order level
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** TBD at task order level
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Origin
- 13a. **ORDERING ADDRESS:** 3030 N Central Ave, Ste 1102, Phoenix, AZ 85012
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

- 14. **PAYMENT ADDRESS:** 3030 N Central Ave, Ste 1102, Phoenix, AZ 85012
- 15. **WARRANTY PROVISION:** SCW
- 16. **EXPORT PACKING CHARGES:** N/A
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
- 25. **DUNS NUMBER:** 191815422
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** CCR Registered